

EQUAL EMPLOYMENT OPPORTUNITY OFFICE (DSCR-DK)

MISSION:

Acts as principal advisor and assistant to the Commander on the development, execution, and evaluation of the activity EEO Program.

FUNCTIONS:

1. Provides advice and staff assistance to the Commander on Equal Employment Opportunity Program development, execution, and evaluation.
2. Maintains an active role in the community relations aspects of the Equal Employment Opportunity Program. Participates in recruitment efforts of underrepresented groups to ensure consideration for employment within service activities.
3. Coordinates the formulation of the activity action plan and its implementation and evaluation.
4. Maintains liaison with responsible local organizations and agencies concerned with the advancement of Equal Employment Opportunity principles and concepts.
5. Monitors EEO Advisory Groups and Special Emphasis Committees as established.
6. Receives, arranges for investigation, and assures proper and timely processing of discrimination complaints.
7. Analyzes individual and group complaints of systemic nature, both formal and informal, and identifies and removes barriers which impede progress to affirmative action.
8. Follows up on results of discrimination complaints to assure corrective actions are effective and complainants are not disadvantaged by reason of having filed a complaint.
9. Conducts special analyses and situation investigations.
10. Monitors statistical processes to assure compliance with existing higher authority guidance and to assure effectiveness in their application.
11. Administers and plans DLA Special Emphasis Programs within DSCR and servicing activities (e.g., Handicap Program, Hispanic Program).
12. Arranges and/or conducts specialized training in the area of managing diversities, sexual harassment, and equal opportunity practices.
13. Provides interpreters and/or reading services for individuals with disabilities. Identifies barriers and assists in providing reasonable accommodation.
14. Facilitates upward mobility of protected groups through encouragement of job restructuring and reengineering.